



EXECUTIVE COMMITTEE MINUTES

Friday, May 9, 2014

3:00 PM – 4:00 PM

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 410
Phoenix, Arizona 85007

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on May 9, 2014, at the ADDPC Office, 1740 West Adams, Suite 410, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
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Will Humble, Chairperson John Black, Vice Chairperson, Ray Morris, Phone (left at 3:15)	Tom Uno, Phone Monica Cooper, Phone Melissa Van Hook, Phone
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Staff/Guests	Members Absent
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Marcella Crane, ADDPC Lani St. Cyr, ADDPC Michael Leyva, ADDPC Wendy Dewey, Direct Center for Independence Deb Pryor, Partners in Brainstorm	Ed Myers Larry Clausen, Executive Director
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A. Call to Order

Vice Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 3:05 P.M. Committee members were told that Chairperson Will Humble was in another meeting and will be late.

B. Approval of Meeting Minutes

The minutes from the January 9, 2014 Executive Committee meeting were reviewed.

- A motion was made by Monica Cooper to approve the Executive Committee Meeting Minutes from January 9, 2014.
- The motion was seconded by Tom Uno.
- The motion carried.

C. Approval of Communication Plan, Urias Communications \$67,800

Lani St. Cyr gave an overview of the Request of Quote (RFQ) process that was conducted to find a vendor to complete the Communication Plan per the Council's request at the Retreat. Three vendors responded to the RFQ. Responses to the RFQ included On Advertising, Moses PR, and Urias Communications. Upon receipt of the proposals, staff met with both Moses PR and Urias Communications to discuss and clarify the work they each do and how they would propose working with the Council. Additional information was requested and received. On Advertising is the Council's current vendor that developed the Council's Logo and Brand, and currently does all the formatting of documents for print. Council staff did not meet with On Advertising.

It was recommended to have an Ad-Hoc Committee from the Information Empowerment Committee to further review the proposals from Moses PR and Urias Communications and for them to make a recommendation to the Executive Committee. The Ad-Hoc Committee included Ray Morris and John Eckhardt; they met on May 6th to review the proposals surrounding the strengths and weaknesses of both the proposals. Moses PR is one of the largest agencies in Arizona with many years of experience and multiple established state contracts. Urias Communications is a minority owned agency that has a multicultural focus.

Discussion centered on the rates for both vendors and what they proposed to do for the Council. There was a question regarding what the Council was expecting the vendor to accomplish. The discussion then referred back to the RFQ and the need for the Council to have greater exposure in delivering the materials that have already been developed. The Ad Hoc Committee expressed their support for the multi-cultural approach that Urias Communication proposed and the breakout of hours for the various projects that was presented.

Lani discussed the current contract with On Advertising, as they provide the design work for the printed materials created. The remaining tasks and budget with On Advertising were discussed along with the expiration of the purchase order on June 30, 2014 and who should proceed with the design work for printed materials in the future. It was recommended by the Ad Hoc Committee that the new vendor do the design work as well as the Communication Plan, as the Council moves forward with this phase.

The Ad Hoc Committee voted to recommend to the Executive Committee Urias Communications as the vendor to develop the Communication Plan for the Council, with their maximum projected 565 hours at a cost of \$67,800 with a provision to carryover dollars from On Advertising and add funds for design work for future printed materials.

- A motion was made by Monica Cooper to approve Urias Communication to work with the Council to develop a Communication Plan.
- The motion was seconded by Melissa Van Hook.
- The motion carried

D. Approval to Release RFGA for Conference Sponsorships, \$100,000 Available

Lani St. Cyr discussed the revised scope of work to release the competitive solicitation for Conference Sponsorships, on the Council's website. The Request for Grant Application (RFGA) will award up to 10 individual grants at no more than \$10,000 each. The RFGA will entail a few changes that include the following:

- Previous grantees may be eligible for funding if they expand the scope of proposed topics, target other geographic areas, or use new methods to present information.
- The RGA will have three different surveys for Applicants to incorporate. A post survey immediately conducted after the Conference or each workshop; a 3 month follow-up to a minimum of 30% of the Conference Sponsorships; and the AIDD Consumer Satisfaction Survey.
- Applicants will be awarded for one year, with the requirement to conduct the Conference within 9 months and to use the last 3 months to conduct the second follow up survey.
- The RFGA has proposed Conference themes based on the various work conducted by the Council. Applicants will be given a preference if they choose one of the themes, but applicants can propose other topics of importance to persons with developmental disabilities or their families.
 - A motion was made by Melissa Van Hook to approve the release of the RFGA for Conference Sponsorship for \$100,000.
 - Tom Uno seconded the motion.
 - The motion carried.

E. Approval of Proposal by Direct Center for Independence, Self-Advocacy, \$81,492

Marcella Crane provided an overview of the proposal by Direct Center for Independence that was in response to the RFGA for Self-Advocacy Organizational Support released in November 2013. Four applications were received, however three applications were non-responsive to the RFGA requirements and only this one was reviewed by an outside evaluation committee and recommended for an award.

Direct Center for Independence is based in Tucson, with over 30 years of experience as an independent living center. They have multiple relationships with stakeholder and other organizations that provide support and services to persons with developmental disabilities and their families. This proposal met the requirements of the scope of work to work with new or existing self-advocacy organizations in the counties of Pima, Santa Cruz and Graham. Self-Advocacy groups will be provided training and technical assistance to afford them the ability to be effective and sustainable. This will be a one year contract at \$81,492 renewable for up to two additional years, contract beginning July 1, 2014.

Discussion by the Executive Committee related to the proposed salary of the Program Coordinator to be hired by the applicant. Wendy Dewey, the Executive Director, responded to the questions.

- A motion was made by Tom Uno to approve the proposal by Direct Center for Independence, for one year, at \$81,492.
- The motion was seconded by Monica Cooper.
- The motion carried.

F. Approval to Release RFGA for Self-Advocacy Organizational Support, \$215,000 Available

The original RFGA for Self-Advocacy Organizational Support only yielded one applicant that was awarded (agenda item E), thus leaving \$215,000 remaining in the total funds to obligate for projects that support the Goal of Self-Advocacy. Additional changes were made to the Scope of Work, as well as clarifying what types of programs or activities will not be funded. The RFGA will be posted on the Council's website for 6 weeks, followed by an internal review by staff to ensure each application conforms to the requirements. An outside evaluation team will be selected to review and make any recommendation to Tom Uno's committee.

- A motion was made by John Black to approve the re-release of the RFGA for Self-Advocacy Organizational Support for \$215,000.
- The motion was seconded by Will Humble.
- The motion carried.

G. Approval of Proposal by Partners in Brainstorm for a Study on Self-Employment, Phases 1-3, \$48,985

John Black provided an overview of the proposal by Partners in Brainstorm to help improve self-employment outcomes. The applicant is proposing a two-year period approach which included seven phases, with key deliverables including reports and summaries provided at the conclusion of each of the phases. However, the Integrated Employment Committee approved and is recommending funding for Phases 1-3 for \$48,985. This contract will be in place after July 1, 2014.

Phase 1: Work Plan

Phase 2: Identification of Best Practices for Self-Employment Programs for Individuals with DD across the United States.

Phase 3: Identification and Analysis of Self-Employment Services in Arizona.

Discussion by Committee members elaborated their support for this type of study before releasing a competitive solicitation on self-employment. Several members brought up the need to identify sources and existing programs in place to avoid duplication and/or to partner with.

- A motion was made by Monica Cooper to support the proposal by PIB for Phases 1-3 at \$48,985.
- The motion was seconded by Tom Uno.
- The motion carried.

H. Approval to Support Statewide Employment First Forums/Focus Groups, \$8,400

A series of Forums/Focus Groups will be scheduled in several communities after July 1, 2014 to continue the discussion on Employment First. It will provide an opportunity to hear from persons with developmental disabilities, their families, other caregivers, and professionals/stakeholders on their ideas to support a strategic plan on Employment First.

The Core Team that is working on this initiative has been meeting monthly, which includes 13 members representing a broad consortium. They recently held their first webinar on April 30, 2014 with 73 participants. The regional forums/focus groups are a continuing

Page Five
MINUTES
Executive Committee
May 9, 2014

effort to engage the community in supporting Employment First. The communities are: Flagstaff, Lake Havasu City, Yuma, Phoenix, Sierra Vista, and Tucson.

The requested dollars is for logistical set up at each community and for light refreshments. Meetings & Concierges, LLC is a vendor on statewide contract that will help facilitate the arrangements for each location.

- A motion was made by Melissa Van Hook to approve \$8,400 for Meetings & Concierges to set up logistics for the forums/focus groups.
- The motion was seconded by Will Humble.
- The motion carried.

I. Call to the Public

Two members of the public were in attendance during their respective agenda items:

- Wendy Dewey, Direct Center for Independence
- Deb Pryor, Partners in Brainstorm

J. Adjournment

Will Humble adjourn the meeting at 4:00 PM.

Dated this 13th day of May, 2014
Arizona Developmental Disabilities Planning Council